



[Administrative]

## PROCEDURE TO CHANGE, ALTER, OR MODIFY LICENSED PREMISES

All expansions, enlargements and modifications of the premises of a liquor outlet or a 3.2 fermented malt beverage outlet must be approved by the City Clerk **prior to the modification**. Upon approval of the modification plans by the Centennial Building Division, submit the following to the Deputy City Clerk:

**1.\* Initial Submission and Fees:**

The applicant must submit State of Colorado Report of Changes Form DR8442 for Modification of Premises to the Deputy City Clerk. This form may be obtained by calling 303-754-3324.

Application fee:           \$150.00 (check payable to the Colorado Dept. of Revenue)

**2. Plans and Specifications:**

Detailed plans and specifications setting forth the work to be done are to accompany the State form.

A "before" modification layout and an "after" modification layout must be submitted on 8 1/2 X 11 paper.

**3.** After submission of these items and preliminary review by the City (including Building Division), the City Clerk will consider the application.

**IN NO WAY DOES THIS PROCEDURE MAKE IT UNNECESSARY FOR THE THE APPLCANT TO SECURE THE PROPER BUILDING PERMIT OR TO CONFORM WITH THE BUILDING CODES.**

***The floorplan should be approved by the Building Department prior to submission to the Deputy City Clerk. Approval from the City Clerk must take place prior to commencement of construction.***

***\*\*Please allow 30 days processing time for the City and State if application is for a temporary modification.***

\*Form provided by City Clerk.